

County of Door Cook

Status: Non-Exempt

Pay Grade: Courthouse Union J

Department: Social Services –Senior Resource Center

Revision Date: 1-19-2010

EEO: 08 – Services/ Maintenance

General Summary

This position reports to the Supervisor of the Senior Resource Center and is key to the effective functioning of the Nutrition Program. The position includes but is not limited to the oversight of all of the ordering and preparation of food according to safety and dietary guidelines as well as budget restrictions.

Duties and Responsibilities

Essential Job Functions

1. Plans and prepares meals according to the Dietary standards per the Nutrition Manual and consults with the contracted registered dietician.
2. Maintains a clean and orderly kitchen area according to current food safety standards.
3. Orders all food and supplies using cost-effective purchasing principals. Works closely with the Supervisor and Account Clerk for purposes of expenditures, budgeting and reconciling accounts.
4. Takes a lead role in the over site of all of the meal sites and the home delivered meal program including a site visit with the Dietician no less than once per year.

General Job Functions

1. Participates in disaster preparedness training and will act according to the Door County Emergency Preparedness Plan.
2. Presents a welcoming and pleasant atmosphere by greeting meal participants and treating volunteers with respect.
3. Using a team approach, this position assists with the supervision and direction of the kitchen staff. This includes but is not limited to the Assistant Cook, Senior Workers, substitute workers in the kitchen, community services workers and volunteers.
4. Observes and monitors kitchen equipment for needed repairs and makes recommendations as needed.

Reporting Relationships

This position reports to the Supervisor of the Senior Resource Center, a division of the Social Services Department.

REQUIREMENTS

Training and Experience

1. High School diploma or GED, Two Year technical degree preferred
2. Up to three years experience of cooking for large groups of people
3. Ability to pass the Servsafe exam through the National Restaurant Association

Knowledge, Skills and Abilities Required

1. Ability to develop a system that ensures an accurate inventory of products
2. Ability to operate a computer, prepare and monitor a budget
3. Knowledge of proper food safety practices and an ability to provide leadership and supervision of other staff in the kitchen to ensure such safety
4. Skills associated with dealing with vendors, using cost effective and quality principals
5. Ability to use teamwork and flexibility in the overall nutrition program
6. Ability to work closely with the contract dietician in the preparation of the menus
7. Willingness to attend required training

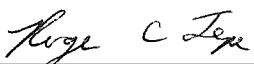
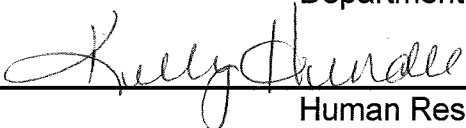
Physical and Working Conditions

1. Mostly inside in an environment that requires safety precautions most of the time
2. Over 50% of the time is spent bending, twisting, reaching, standing and walking
3. About 25% of the time is spent lifting and carrying nutrition related objects weighing more than 10 pounds. In many circumstances, this worker must be able to lift objects between 20 and 40 pounds.
4. Exposure to extreme heat (ovens, steamers, etc) is experienced 50% of the time and exposure to mechanical equipment (slicer, mixer) is frequent.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you might be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a)-(d) Wis. Stats. And County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodations or other reasons.

Approvals:

	2-10-10	
Name	Department Head	Date
	2/8/10	
Name	Human Resource Director	Date